

PALM BEACH POLICE DEPARTMENT GENERAL ORDER ORGANIZATIONAL	Date of Issue 09/10/98	Effective Date 10/01/98	Cancels G.O. I-40 04/29/98	Number I-40
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SUBJECT: POLICE OFFICER SELECTION Distribution: All

INDEX AS:

Police Officer Selection
Selection, Police Officer

REFERENCE MATERIAL:

FDLE-CJSTC Policy and Procedure Manual
Chapter 943, Florida Statutes

I. PURPOSE

The purpose of this directive is to describe the selection process for the position of police officer.

II. POLICY

It is the policy of the Palm Beach Police Department to select the most qualified and capable applicant. This is done through a multi-phased selection process. The prime responsibility for this process rests with the Town's Human Resources Department. The Personnel/Training Unit Manager is responsible for all liaison activities between Human Resources and the police department. Selection of an applicant is solely the responsibility of the Director of Public Safety. This is done from a list of qualified candidates successfully completing the selection process.

III. SELECTION PROCESS

A. Initial Screening: Screening for minimum qualifications shall ensure that the applicant meets the following minimum requirements established for this position.

** MINIMUM QUALIFICATIONS as set forth by the Criminal Justice Standards and Training Commission (CJSTC).

The applicant must:

1. Be at least 19 years of age, and
2. Be a citizen of the United States, and
3. Not have been convicted of a felony or of a misdemeanor involving perjury or a false statement and who has not been released or discharged under any other than honorable conditions from any of the Armed Forces of the United States.
4. Have their fingerprints on file with the Criminal Justice Standards and Training Commission. (The Palm Beach Police Department will forward these prints to the agency), and
5. Have passed a medical examination by a licensed physician based on specifications established by the Town.

MINIMUM QUALIFICATIONS for employment with the Town of Palm Beach:

The applicant must:

1. Must possess an AA degree, AS degree, or at least 60 credits from a regionally accredited college/university. The degree must include basic general education course requirements. Prior experience as a Police Officer and/or a BA, BS degree or 120 college credit hours are preferred.
2. Not have been released or discharged under other than honorable conditions from any of the Armed Forces;
3. Have a positive work history free from frequent disciplinary actions, suspensions, terminations, and resignations;
4. Be free from felony convictions, misdemeanors pertaining to moral character, perjury, or false statement;
5. Must never have been convicted of a misdemeanor crime of domestic violence;
6. Have a good driving record to include no drivers license suspensions for excessive points or failure to pay a traffic fine within the past five years;
7. Have refrained from EVER using hallucinogenic drugs, marijuana in the past two years, and all other illegal drug use in the past five years;
8. Have been a non-user of tobacco products for at least one year immediately preceding application.

In addition, the screening process shall ensure that the application and all accompanying documents are completed accurately, and shall allow the applicant to correct, delete, or add any information to those documents. It shall be the responsibility of the Human Resources Department to ensure that all applicants meet the minimum requirements established for this position.

- B. Physical Abilities Test: Developed by the Criminal Justice Standards and Training Commission of the Florida Department of Law Enforcement, the Physical Abilities (Fitness) Test is a job-related examination and was developed within the constraints of the Americans with Disabilities Act. The PAT was designed to assess physical attributes which reflect core enabling knowledge, skills, abilities, and essential tasks common for law enforcement officers. Prior to participating in the PAT, applicants must have a completed Physician's Clearance to Test form on file with the Human Resources Department.

PHYSICAL ABILITIES TEST (PAT)

Applicants scoring above 6 minutes 4 seconds will have failed the test. The PAT measures specific physical abilities through participation in a series of tasks which are listed as follows:

1. Exiting car/enter trunk
2. 220 yard run
3. Obstacle course
4. Dummy Drag (150 lbs)
5. Obstacle course (repeat)
6. 220 yard run (repeat)
7. Weapon fire
8. Enter trunk/enter car

The test is conducted in a continuous fashion resulting in a total composite score (time to complete the course) which provides a simple pass or fail rating. The highest passing score an applicant may achieve on the PAT is 6 minutes 4 seconds. Applicants scoring at or above 6 minutes 5 seconds do not pass.

It shall be the responsibility of the Personnel/Training Unit to administer the PAT with the assistance of the Human Resources Department.

- C. Swimming Skills Test: A skills test examining basic water survival skills. A description of the current test will be provided with the application.

SWIMMING TEST
MUST PASS ALL PHASES

1. HOLD BREATH: Under water for 30 seconds.
2. UNDERWATER SWIM: Swim underwater for 45'.
3. 100-YARD SWIM: Swim 100 yards continuously without stopping. (No time limit)
4. TREAD WATER: 5-minute duration.
5. SURFACE DIVE: Recover object at 8' depth.

It shall be the responsibility of the Personnel/Training Unit to administer the Swimming Skills Test with assistance from the Human Resources Department.

- D. Oral Review Board Interview: The interview provides evaluation of candidate's employment and educational history; ability to relate well to others; reasoning and problem-solving skills in answering situation questions; and communication skills. The Oral Review Board Interview is scored on a pass/fail basis.

The Oral Review Board will be coordinated by the Human Resources Department in cooperation with the Personnel/Training Unit. The oral review consists of a list of standardized questions and may be conducted in two phases if the number of applicants prohibits an initial in-depth oral review. In this event, a short preliminary Oral Review Board will be conducted prior to the second oral review. The preliminary oral review shall be otherwise similar to the second oral review. Only those who pass the preliminary oral review shall proceed to the second oral review.

- E. Writing Exercise: A short writing exercise is conducted to assess the candidates writing skills.
- F. Truth Verification Examination (Computerized Voice Stress Analyzer or CVSA): The CVSA will be used to verify information obtained from both the application and the Oral Review Board interview.
1. The applicants will be provided with the questions to be asked at the time of their formal application.
 2. The only personnel allowed to give truth verification examinations are fully trained and certified officers in the department who have successfully completed a recognized CVSA certification course.
 3. The results of a CVSA examination will not be the sole determinant of employment status. The CVSA results should be viewed within the "totality of circumstances" including, but not limited to, application information, background investigation, medical examination, psychological evaluation and Oral Review Board.
 4. The CVSA examination will be coordinated by the department=s CVSA examiner with assistance from the Personnel/Training Unit, if necessary.
- G. Psychological Evaluation: Applicants will be evaluated on the psychological factors related to successful performance as a police officer.

The Human Resources Department is responsible for coordinating with a licensed psychologist a psychological examination for applicants. These tests are evaluated by a licensed psychologist and a written profile of the applicant is returned to the Human Resources Department. All psychological profiles are maintained on file indefinitely by the Human Resources Department.

- H. Background Investigation: An investigation that includes a check of police records, driving records, military and employment histories, educational history and inquiry of persons who know the applicant to evaluate whether the applicant: (a) respects the law and rights of others; (b) is dependable and responsible; (c) has demonstrated mature judgment in areas such as the use of drugs and intoxicants; (d) is honest and demonstrates integrity; and, (e) is a safe driver.

It shall be the responsibility of the police department to conduct a thorough background investigation. This investigation shall be conducted by a detective specially trained in this area. All information developed during the background investigation will be maintained on file by the Human Resources Department in accordance with standards established by the Florida Department of Law Enforcement.

The background investigation shall include, but is not limited to, the following:

1. Criminal History Check
 - a) NCIC
 - b) FCIC
 - c) PALMS
 - d) Other local police departments
 - e) FBI fingerprint check
2. Age check
3. Citizenship check
4. Education background and check
5. Military records check - if appropriate
6. Drivers license check and records
7. Employment history
8. Neighborhood check - if appropriate
9. Personal references
10. Credit check

A background summary will be prepared by the investigator on memorandum form to the Director of Public Safety, and submitted to the Personnel/Training Unit for further processing.

- I. Medical Examination: A thorough medical examination will be given by the Town doctor including an EKG and drug screening.

It shall be the responsibility of the Human Resources Department to coordinate with the Town Clinic a medical examination. This exam will be conducted, at Town expense, by a physician. Included in the examination, per State statutes, will be an EKG and a drug screen. The Town Nurse will assist the doctor as applicable. All applicants must meet minimum medical standards as required by State statute. The results of the medical examination are placed in the personnel jacket of the applicant.

Kirk W. Blouin
Director of Public Safety